

Bomb Threat Call Procedures

Keep caller on the line—the longer he/she talks, the more we can learn.
Record as much of the message as possible on the form below—try to get exact words.
Tell the caller (if applicable) that the building is occupied and that the threatened action could result in the death or serious injury to many innocent persons.
Immediately upon termination of the call, report information to Security.

Date

Time of Call

Time Caller Hung Up

Ext. No.

Exact Message (if possible):

Ask Caller:

- Where is bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What did it look like?
- Why?
- Who put it there?
- Caller's Name:

Information About Caller:

- Where is caller? (Describe background and level of noise)
- Sex:

MaleFemale
- Pitch of Voice:

LowModerateHigh
- Speech:

StutterAccentPeculiar Dialect
- Other:
- Estimated age:

Name & Room Number of Person Receiving Call:

Caller's Voice		Background Sounds		Threat Language
Calm	Nasal	Street Noises	Factory Machinery	Well Spoken (Educated)
Angry	Stutter	Crockery	Animal Noises	Foul
Excited	Lisp	Voices	Clear	Irrational
Slow	Raspy	PA System	Static	Message Read by Threat
Rapid	Deep	Music	Local	Maker
Soft	Ragged	House Noises	Long Distance	Taped
Loud	Clearing Throat	Motor	Booth	Incoherent
Laughter	Deep Breathing	Office Machinery	Other	
Crying	Crackling Voice			
Normal	Disguised			
Distinct	Accent			
Slurred	Whispered			

Report Call Immediately To:

If voice is familiar, who did it sound like?

Name:
Phone Number:
Today's Date:
Your Name:
Position:
Phone Number: